

2010 Update: Test Administration, AIM, Accommodations, and Test Security



2010 OPI Assessment Conference

Judy Snow, State Assessment Director



opi.mt.gov

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Agenda

- What's new this year?
- AIM Deadlines
- Accommodations
- Test Security
- Test Administration
- Resources:
 - 2010 Test Coordinator and Administration Manuals
 - 2010 Accommodations and Test Security Manuals

http://161.7.10.58/curriculum/MontCAS/#p7GPc1_8

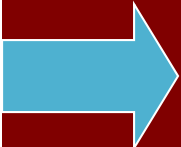
What's New

- Answer Booklet=Student Response Booklet
- Calculator Use: Clear main or home screen both before and after calculator use sessions
- Enrolled students who did not participate
- Voided Barcode Label Reminder
- All admin materials will be at one OPI link:
http://161.7.10.58/curriculum/MontCAS/#p7GPc1_8
- CRT-Alternate
 - US Department of Education Requirement
 - *What's New* page in *CRT-Alternate Administration Manual*

More *What's New*

- AIM Dates and Importance
- Accommodations Clarification
- Test Security—late or missing materials

Importance of AIM Dates

- March 9, 2010
 - Test Window Count Date
 - March 26, 2010
 - Count update deadline
 - March 26-May 9, 2010
 - Data Verification Window
-  May 10, 2010
- OPI snapshot of final data for MARS and for AYP calculations.

Montana Comprehensive Assessment System (MontCAS)
Phase 2

CRT Accommodation Manual

Spring 2010



**Accommodation Decisions
Start with the Student**



Montana
Office of Public Instruction
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<http://www.opi.mt.gov/Assessment/10Admin.html>

Prepared by the Montana Office of Public Instruction
Spring 2010 MontCAS Administration

Accommodations are changes in
the standard practices and
procedures used to teach and
assess students.

What practices does this include?

- **Presentation accommodations**— Allow students to access information in ways that do not require visual reading of standard print.
- **Response accommodations** – Allow students to complete activities or respond to questions in different ways.
- **Setting accommodations** – Change the location in which an activity or test occurs or the conditions of the setting.
- **Timing and Scheduling accommodations** – Change the way in which the time is organized.

NEW THIS YEAR!

- **New coding with **** : to indicate accommodations that are most appropriate for students who have an IEP or 504 Plan
- **Reminders:**
 - There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
 - Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.

NEW THIS YEAR! (Continued)

Specific Accommodations have additional clarifications/details.

5. Small Group Administration

14. Template

16. Writing Tools (Equipment)

17. Voice Activation

19. Dictation

20. Writing Tools (Recording)

21. Assistive Technology

22. Oral Presentation

See pages 12-15 in the *2010 Accommodations Manual*

NEW THIS YEAR! (Continued)

Setting Accommodation

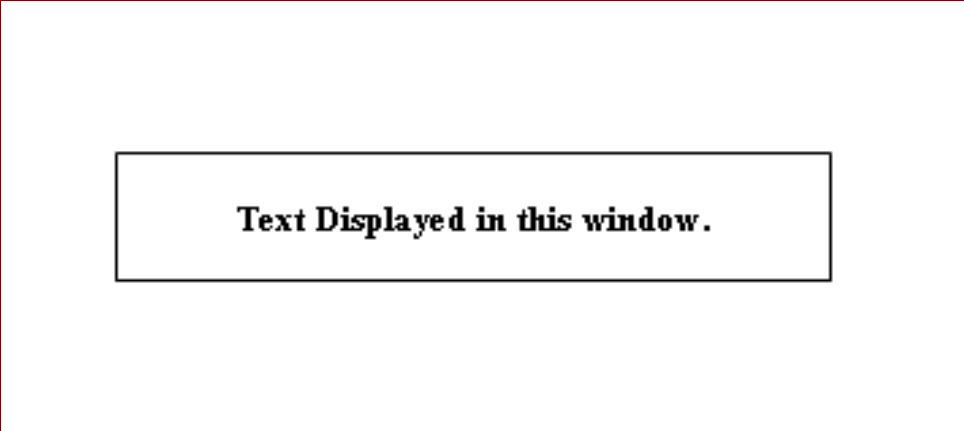
5. Small Group Administration

- No more than 15 students
- Oral presentation small groups should be no more than 5 students.

NEW THIS YEAR! (Continued)

Equipment Accommodation

14. Template



Text Displayed in this window.

NEW THIS YEAR! (Continued)

Equipment Accommodations and Recording accommodations #16, 17, 19, and 20 specify the following guidance:

- **Regardless of the device or method used in the accommodation, the test administrator must transfer what the student said/wrote/indicated directly into the appropriate space in the answer booklet.**
- **The student may review what the test administrator transferred, but the test administrator may not initiate any changes.**
- **Student answers must be entered into the answer booklet NOT on a separate piece of paper.**

NEW THIS YEAR! (Continued)

Recording Accommodation

21. Assistive Technology

NEW THIS YEAR! (Continued)

Modality Accommodation

22. Oral Presentation as a Standard Accommodation

- **Math and Science:**

- Tests may be read aloud to a student by the Test Administrator as a standard accommodation.

- **Reading:**

- Test **questions and answer choices** may be read aloud to a student by the Test Administrator as a standard accommodation. The reading passages MAY NOT be read aloud to a student as a standard accommodation.

Guidelines for Oral Presentation Accommodation

- Assessment results support the accommodation.
- Documentation of remedial reading services and/or special education and supplementary aids and services.
- Through classroom assessment, it has been determined and documented that the student benefits from oral presentation as her/his way of learning.

CAUTIONS

Oral Presentation Accommodation

- This accommodation should be a low-incidence accommodation.
- Oral presentation should be limited to small groups of 3-5 students.
- In advance of the test sessions, students should be advised to follow along with the text as it is being read.

Oral Presentation as a Non-Standard Accommodation

- Reading:
 - Reading aloud of the reading passages to a student or the student using text-reader software for reading passages is considered a non-standard accommodation.

Impact of Accommodations on Test Scores

Standard

Accommodations change the way in which a student participates in a test, but do not alter what the test is designed to measure.

Impact on Validity of Test

Score: none; score can be aggregated with scores of students taking the test without accommodations.

Nonstandard

Accommodations

change the nature of what is being measured by a test.

Impact on Validity of Test

Score: The score becomes invalid; the student becomes a non-participant when calculating participation rates for AYP, and the score is not included in calculating a school's proficiency rate for AYP.

Eligibility for Accommodation Use for the CRT

Student Population	Parameters for use of Standard Accommodations	Parameters for Use of Nonstandard Accommodations
General Student Population	<ul style="list-style-type: none"> •Can be used, based on individual student need; •Must be a practice routinely used by this student in classroom instruction and assessment for at least 2-3 months prior to testing; •Accommodation(s) used must be coded in the Student Answer Booklet on page 2. 	<ul style="list-style-type: none"> •Not allowed under any circumstances.
Students with IEPs or 504 Plans	<ul style="list-style-type: none"> •Can be used, based on individual student need; •Need for accommodation is documented in the student's IEP/504 Plan; •Accommodation(s) used must be coded in the Student Answer Booklet on Page 2. 	<ul style="list-style-type: none"> •Can be used if need for accommodation is documented in the student's IEP/504 Plan; •Accommodation(s) used must be coded in the Student Answer Booklet on Page 2; •Student's results for content area will not be calculated in the averages for AYP determination. •Student will be considered a non-participant in the calculation of the AYP participation rate.
LEP Students	<ul style="list-style-type: none"> •Can be used, based on individual student need; •Must be a practice routinely used by this student in classroom instruction and assessment for at least 2-3 months prior to testing; •Accommodation(s) used must be coded in the Student Answer Booklet on page 2. 	<ul style="list-style-type: none"> •Can be used if need for accommodation is documented in the student's IEP/504 Plan or after consultation with the OPI bilingual specialist; •Accommodation(s) used must be coded in the Student Answer Booklet on Page 2; •Student's results for content area will not be calculated in the averages for AYP determination. •Student will be considered a non-participant in the calculation of the AYP participation rate.

MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MontCAS)

**GUIDELINES AND PROCEDURES
FOR TEST SECURITY**

2009-2010



opi.mt.gov

Denise Juneau, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov

January 2010

Standard Administration
=
Accurate + Reliable Data

Purpose of Guidelines

- Maintain integrity of the Montana Comprehensive Assessment System
- Standard procedures and standard conditions
- Accurate, reliable, and valid results

New This Year

- Late or missing materials
 - May result in the invalidation of results by a system and/or school.
- Calculators
 - Clear the home page of the calculators before and after the calculator section of the assessment.

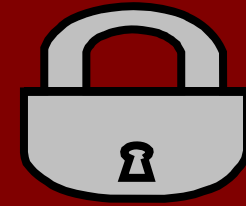
Test Security Issues

- Testing Irregularity
- Secure Test Materials
- Late or Missing Materials
- Procedural/Administration Issues
 - Security Breach
 - Coaching
- Reporting
 - Testing Irregularity Report (TIR)

Testing Irregularity

- Definition: Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data.
- Includes any actions or precautions that vary from directions specified by testing contractor manuals or OPI.
- Can constitute a security breach which could result in invalidating student scores and impacting AYP determinations.

Test Security--Materials

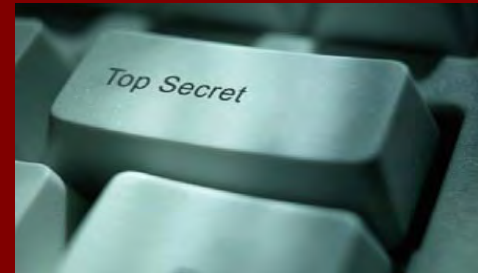


All test items and responses to those items are secure materials and may not be copied or duplicated in any way.

- The System Test Coordinator is responsible for collecting, inventorying, and returning all test booklets to Measured Progress.
- School test coordinators are responsible for the security of testing materials and their return to the System Test Coordinator.

Secure Test Materials

- Test booklets, answer booklets and other materials defined by OPI or testing contractor as secure.
- These must be kept in a secure location and not copied.
- System and school test coordinators, principals, and test administrators are responsible for secure test materials.
- Not maintaining the security of materials is a security breach.



Return of Materials

- Test Booklets
- Answer Booklets



Procedural--Security Breach

- A security breach is a violation of a testing procedure that gives an unfair advantage to a student or a group of students and could jeopardize the security and integrity of the tests and/or resulting data.

Accommodations and Test Security

- Remember accommodations are determined on an individual, not a group, basis.
 - For the CRT, standard accommodations are available to all students on an individual basis and if the accommodation has been a part of the student's classroom and assessment routine for 2-3 months prior to testing.

Maintaining a Standardized Test Environment

- A list of “Do NOT” activities is on page 3 of the *Guidelines and Procedures for Test Security*
 - **Do not** answer questions related to the test
- Refer to page 4 of the *Test Security Guidelines* for the list of “Do” activities
 - **Do** cover or remove bulletin boards and instructional aids
 - No student should have any form of assistance or material that other students do not have.
 - **Do** clear home screen (not memory) of calculators both before and after calculator use sessions.

Coaching

- Coaching is a type of a procedural security breach.
- Examples:
 - Providing answers to students
 - Changing student responses
 - Influencing student responses to test questions by offering hints, clues, cues, facial expressions, nods, voice inflections, or any other manner of assistance that could impact a student's answers.

OPI Test Security--Reporting

- Any concern about breaches in test security or noncompliance with test administration procedures must be reported immediately to the principal and system test coordinator and to the State Assessment Director.
- *OPI Guidelines and Procedures for Test Security*
 - This OPI publication outlines procedures for reporting testing irregularities and should be made available to system superintendents, principals, and test administrators.
 - Contains the form for reporting a breach in test security or noncompliance with test administration procedures: Testing Irregularity Report (TIR)

Training so that . . .

- everyone understands the procedures for administration.
- the test is administered in a comparable way in all locations across the state.
- quality control procedures are utilized when returning test materials.

Test Security Documentation



Form 1:

- Information sheet for teachers describing their test security responsibilities and what training they should expect.
- Each educator handling materials or administering the CRT or CRT-Alternate must receive a copy of this form so they will know what training to expect and what is expected of them.

Form 2:

- System Test Coordinators sign and return to Measured Progress with system's used Answer Booklets after testing.

Form 3:

- Principals/ Authorized Representatives sign and include with school's used Answer Booklets after testing.

Teacher Information Sheet

Training on key issues

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- All test booklets and answer booklets must be returned to Measured Progress on time. **Late or missing booklets constitutes a serious security breach and could result in the invalidation of student results for schools and/or systems.**
- In the testing classroom:
 - What constitutes coaching?
 - What materials can and cannot be displayed in the testing classrooms?
 - How to administer the tests with accommodations?
- **Calculator use.**

System Test Coordinator Security Agreement

Responsible for

- The training of educators who handle testing materials and/or administer the assessment(s).
- Secure materials.
- Notifying OPI of testing irregularities.

Principal/Authorized Representative Security Agreement





Responsible for

- Insuring that school personnel who handle testing materials and/or administer the assessment(s) have received appropriate training regarding testing security and test administration.
- Providing secure locations for testing materials.
- Fostering standard administration procedures.

Brief 2010 Testing and Administration Schedule

Jan. 25-26	CRT-Alternate Password Memo
Jan. 25 +	Test Administration Materials Posted Online
Feb. 1-8	System Test Coordinators download and print: •CRT-Alternate Test Administration Manual •CRT-Alternate Test Booklets (see memo from MP for password)
Feb. 1	Deadline for AIM information for barcode labels
Feb. 5-10	System Test Coordinators receive: •From MP, CRT-Alternate testing materials and hard copies of CRT manuals •From OPI, Accommodations and Test Security materials
Feb. 9-24	CRT-Alternate Test Window
Feb. 17-23	System Test Coordinators receive CRT testing materials from MP
Mar. 1-24	CRT Test Window

School Checklist Prior to Testing

-  Set school testing window
-  Identify students to be tested
 - be sure students are enrolled at your school and that your student information is current and correct in AIM
-  Identify students who will be taking the CRT-Alternate
-  Make arrangements for accommodations

What's Inside the CRT School Boxes?



- Memo
- Materials Summary
- Student labels – sorted by grade, teacher, student
- Voided Barcode Label form
- ***Test Administrators Manuals (TAM)***
- Special Handling Envelope
- UPS ground label for returning test booklets
- “For Return of Used Answer Documents” envelope
- Flat box with pre-affixed UPS 2Day RS label for returning used student response booklets
- Test booklets (large print & Braille)

Student Barcode Label Sample

LastName, FirstName

Grade:

Barcode

State Student ID (AIM)

Teacher: (AIM “sortby” field)

School Name

SysCode SchCode

Office of Public Instruction

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